**Biagio DiLieto**

160 Notch Hill Road, North Branford, CT 06471

Home: (203) 433-4593; Cell: (203) 646-7298

[bdilieto@hotmail.com](mailto:bdilieto@hotmail.com)

**EDUCATION:**

The Foote School, New Haven, CT 1988 – 1998

Xavier High School, Middletown, CT Graduate 2000

Franklin Pierce, Rindge, New Hampshire 2002 – 2003

Branford Hall 2003 – 2004

**EXPERIENCE:**

**Day Pitney, LLP New Haven, CT**

Office Services Assistant June 2010 – February 2011

Performed all office services duties assigned within the administrative and legal offices; maintained mailroom; Coordinated all outgoing bulk mailings; Federal Express; managed distributions of in-office communications; document deliveries to courts; maintenance of conference and meeting rooms; arranged transportation for clients; staff support and reception; computer/technical assistance; assisted office staff with administrative duties; performed all other duties as assigned.

**BMW Mauro Motors North Haven, CT**

Assistant to the Warranty Manager September 2009 – November 2009

Organized and maintained complex file system for full-service warranty department; coded and processed warranties and payroll for technicians; entered accounts payable/receivables into computerized management system; maintained spreadsheets; ensured that office was properly equipped for warranty manager/technicians; handled customer calls; arranged customer transportation; distributed files and faxes; performed all administrative duties as assigned.

**Murtha Cullina, LLP New Haven, CT**

Office Assistant February 2007 – June 2008

Assisted legal and administrative staff in all office operations; operation of mail/postal equipment; copier key operator; duties included daily court filings; photocopying, faxing, mail distribution; local errands; switchboard and front desk reception duties; typing; IT needs, etc.; appointment settings; maintaining files; preparing outgoing mail; management of supply and conference rooms; data entry; performed all other duties as assigned.

**DCI Resources New Haven, CT**

Computer Technician January 2009 – June 2009

Installation and support technician/assistant; software and hardware installation and support; purchase and assembly; troubleshooting fundamentals; understanding and supporting OS based issue; networking fundamentals and the Internet related to all troubleshooting issues; general PC technician; computer hardware and software sales.

**REFERENCES**

Attorney Mark Sclarz (203) 752-5000

State Representative Vincent Candelora (203) 627-3079

Alderman Michael Smart (203) 687-2560